



## INSTRUCTIONS

### 1. WHEN PREPARED. Prepare DA Form 1380 by the last day of each month, to cover the following:

- a. Nonunit Reserve training, other than Army Extension Courses
- b. Equivalent duty or other appropriate duty performed by reservists assigned to USAR units, other than such training performed with the unit of assignment.

### 2. BY WHOM PREPARED.

- a. For training projects - by the chief of the proponent agency for the project.
- b. For attendance at professional or trade convention meetings - by the designated military representative at the meeting.
- c. For training in an attached status - by the commanding officer of the unit of attachment.
- d. For training attachments with another service - the reservist will complete all items except the signature and then obtain the signature of the duly authorized official of the unit attachment
- e. For all other Reserve training - as directed by the area commander.

### 3. INSTRUCTIONS FOR COMPLETION

- a. Items 1 through 3, 5 through 8, and 11 through 12, self-explanatory.
- b. Item 4 (TO:). Enter the complete designation and address of the office maintaining the reservist's records.
- c. Item 9. Check the appropriate block to indicate type of duty performed. Cite the documentary authority for the training reported. When the form covers more than one period of duty or training of variable types, leave blank the entry pertaining to type of duties and enter the information in Column "d" following the description of the duties, training or instruction performed.
  - (1) Column a. Enter day, month, and year on which duty, training, or instruction was performed. Omit when work on an assigned training project covers more than one month.
  - (2) Column b. Enter the total number of hours covered by the form. For assigned training projects, see AR 140-1.
  - (3) Column c. Enter the number of retirement point credits earned. One point will be credited for each period of at least 2 hours of authorized training or instruction performed during one day. For assigned training projects, see AR 140-1.
  - (4) Column d. Enter a brief description of the duties, training, or instruction performed. If duty involved work on an assigned project over an extended period, also enter the inclusive dates of the period.
- d. Item 11. The responsible officer will sign copies forwarded to the custodian of the reservist's field 201 file.

**4. DISPOSITION.** For nonunit members forward original and duplicate to CDR, RCPAC, ATTN: AGUZ-TAD. Retain one copy for file. For unit members forward original and duplicate to unit of assignment. Retain one copy for file.